

8-27-1921

## Board of Trustees Meeting Minutes 1921-08-27

Bowling Green State University

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MC MANUS-TRUMP CO., TOLEDO, O. 22669

Bowling Green, O., August 27, 1921

The Board of Trustees met on the above date in its rooms in the Administration building of the State Normal College with the following members present: Pres. J. E. Shatzel; Vice Pres. J. E. Collins; Treas. E. H. Ganz; Sec. Dr. H. J. Johnston. Pres. Williams of the College was also present.

The minutes of the meeting of August 10th were read and approved.

Dr. Williams reported that in compliance with the request of the Board, he wrote Attorney General Price in regard to the purchasing and installation of another boiler for the Power House, his letter being as follows:

August 13, 1921

Hon. John G. Price,  
Attorney-General,  
Columbus, O.

Dear Sir:

This institution has appropriations amounting to \$7800.00 for the purchase and installation of one 200 H. P. boiler in our power house. I may say that our power house was originally laid out for a battery of four 200 H. P. boilers. Two of the boilers were included in the original installation, and provision was made in this installation for the addition of two other boilers later on which are to be duplicates of those that are now in place. The original specifications which are still available cover the additional boilers and fittings.

I may also say that our heating plant has been taxed to the limit heretofore whenever the temperature was low and a heavier load must be carried next winter, owing to the opening of our new Training School building. You will thus see the imperative need of having a new boiler ready for the coming firing season.

Owing to the changes brought about by the Reorganization Bill, we are uncertain as to how we can proceed legally to have this work done promptly. Last June I submitted the question to Miss Morrison of the Auditor's office, and at that time she was uncertain about the proper procedure. She stated that she would let us know later on, but she has not yet given us further information.

The writer again brought this matter to the attention of the Board of Trustees at a meeting on last Wednesday, and was instructed to request your opinion as to whether we may request bids from heating firms, since the original specifications cover the work, and issue an order on a basis of competitive bids without advertising. We could secure an inspection of the work by the State Boiler Inspector and thus save the cost of advertising and the fees of an architect and engineer, and considerable valuable time.

If the above suggestion should not seem feasible, kindly advise how we may proceed to get prompt results.

Thanking you in advance for your cooperation, I am

Very truly yours

H. B. Williams.

Dr. Williams also reported the receipt of the following communication in reply to his letter to the Attorney General:

State of Ohio  
Office of the Attorney General  
Columbus

August 16, 1921.

Hon. H. B. Williams, President  
Bowling Green State Normal School  
Bowling Green, Ohio.

Dear Sir:

Your letter of August 13th is at hand.

You refer to appropriations made to your institution by the legislature to the amount of \$7800.00 for the purchase and installation of a 200 H. P. boiler. Appropriations to such amount are found in Re-amended S. B. No. 266, 109 O. L. pages 412 and 413.

Your letter really raises two questions. First, whether your board of trustees has the authority to enter into a contract for the purchase of these boilers; and secondly whether the purchase may be had without advertising.

Section 154-40 G. C. of the so-called Reorganization Act (109 O. L. 118) provides that the department of highways and public works shall have the power

"--- to make contracts for and supervise  
the construction and repair of buildings



under the control of the state government, or any department, office or institution thereof."

The last sentence of said section says:

"Purchases for and custody of buildings of educational institutions administered by boards of trustees shall not be subject to the control and jurisdiction of the department of highways and public works."

In an opinion rendered on August 12, 1921 by the Attorney General to Hon. Carl E. Steeb, Secretary of the Board of Trustees of Ohio State University, it was held that the sentence just quoted has reference to existing and completed buildings, as distinguished from buildings merely proposed or in process of erection.

It is my view that a purchase of boilers under circumstances like those mentioned in your letter, comes within the sentence just referred to, and that your board of trustees, rather than the department of highways and public works, should attend to the matter.

As noted above, the second question is whether, in connection with the purchase and installation of these boilers, legal advertising may be dispensed with.

Section 2 of Re-amended S. B. No. 266, 109 O. L. pages 412 and 413, says:

"Sections 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12 of Amended H. B. No. 301 entitled 'An act to make general appropriations' passed by the 84th General Assembly May 12, 1921, shall apply to and govern the appropriations made herein with the same force and effect as to the appropriations made in said original act hereinbefore cited."

Section 6 of Amended H. B. No. 301 (109 O. L. 408) says:

"If the order and invoice drawn against any appropriation herein is made for labor and material furnished or for commodities purchased, it shall show that the same was furnished or purchased pursuant to competitive bidding and that the lowest bidder was awarded the contract, unless the controlling board shall have authorized the furnishing of such labor or material or the purchase of such commodity without competitive bidding."

You are therefore advised that unless the controlling board dispenses with competitive bidding, you will be required to let your contract on that basis and to observe all the legal formalities surrounding competitive bidding, including advertising as per section 2318 G. C.

Very respectfully,

John G. Price

Attorney General.

Dr. Williams further stated that after the receipt of the letter from the Attorney General he wrote the Controlling Board as follows, but had not yet received an answer:

August 18, 1921

To the Controlling Board  
Columbus, O.

Gentlemen:

This institution has an appropriation amounting to \$7800.00 for the purchase and installation of one 200 H. P. boiler for our power house. Our heating plant has been taxed to the limit heretofore, whenever the temperature was low, and a heavier load must be carried next winter, owing to the opening of our new Training School building.

On August 13th, at the request of our Board of Trustees, I wrote the Attorney-General, inquiring whether our Board has authority to enter into a contract for the purchase of this boiler, and also whether the purchase might be made without advertising.

To this question the Attorney-General replied, under date of August 16th, that our Board has authority to enter into a contract for the purchase of a boiler, but unless the Controlling Board dispensed with competitive bidding, it would be necessary to advertise as per Section 2318 G. C.



MC MANUS-TRUMP CO., TOLEDO, O. 22569

In view of the imperative need of increasing the capacity of our heating plant, we are requesting permission to waive advertising and to let the contract on competitive bids. Since this boiler is to be a duplicate of the two boilers which we now have in our heating plant, we feel that this step would save not only the expense of advertising, but also the cost of the services of an engineer or architect, and at the same time would make it possible to have the work done before the firing season begins.

Trusting you may give this request favorable consideration, I am

Very truly yours

H. B. Williams.

With respect to the arrangements for grading and planting on college campus, Dr. Williams reported as follows: In a conference with state officials relative to the best method of procedure in the matter of campus improvements, the plan of issuing orders to cover the major items of work such as sidewalks, service drive to Power House and College buildings, surfacing of Wayne St. from the Circle south to Wooster, and the resurfacing of the drives on Court St. and around the Circle was informally approved, but inasmuch as the grading and planting could not be easily covered by the specifications, it was thought best to proceed with this work on a per diem basis. He further reported that on or about August 1st he procured the services of Mr. H. T. Clague as foreman and engaged a force of teams and laborers to perform the work under the general supervision of Louis Brandt, Landscape Architect. He also reported that the workmen and laborers were to be paid by regular payroll and individual warrants. On motion by Collins, seconded by Ganz, the report was approved. Voting aye, Shatzel, Collins, Ganz, and Johnston.

Dr. Williams presented and the Secretary read the following certificate issued by Harry H. Snively, Director of Health, which was ordered made a part of the record.

No. 1247

State of Ohio  
Department of Health

State Normal School  
Bowling Green,  
Wood County,  
Ohio.

This is to Certify, that the PLUMBING installed in this building under Permit No. 3170 is constructed in accordance with the provisions of the law relating thereto, and has been inspected and approved.

This certificate, unless revoked, shall be in effect from and after this date.

The Director of Health shall be notified of all changes or alterations that may be made after the issuance of this certificate.

IN WITNESS WHEREOF I have hereunto set my hand and affixed the seal of the Department of Health, this nineteenth day of August, 1921.

Harry H. Snively  
Director of Health.

Dr. Williams reported the receipt of a letter from the Department of Industrial Relations with respect to the inspection of the Training School building. This letter was ordered made a matter of record and is as follows:

State of Ohio  
Department of Industrial Relations  
Columbus

August 19, 1921.

State Normal College  
Bowling Green,  
Ohio.

Attention - H. B. Williams.

Dear Sir:

Replying to yours of August 16th, we have advised the Deputy in your District to make the necessary inspection which will be taken care of at an early date.

Thanking you very kindly for your advise in this matter, we are

Very truly yours

E. W. Whitacre  
Chief of Division.



Dr. Williams reported that a warrant of \$1,100, the same being the allowance as per specifications from L. G. Foltz & Sons, general contractors, for lighting fixtures had been indorsed by L. G. Foltz & Sons and forwarded to the Schoedler Chandelier Company together with warrant for \$1,400 in favor of the Schoedler Mfg. Company and that these two warrants covered in full the contract with the Schoedler Chandelier Company for lighting fixtures.

A communication from Mr. E. J. Hurley, District Examiner, Division of Steam Engineers, was presented by Dr. Williams and on motion by Collins, seconded by Ganz, Dr. Williams was authorized to communicate with the Industrial Commission of Ohio relative to the situation of the Normal College with respect to the employment of firemen and request definite instructions as to how the situation should be handled. Voting aye, Shatzel, Collins, Ganz, Johnston. Motion carried.

Dr. Williams read a report from the Engineering Department of Ohio State University concerning the installation of a water system for the Normal College. Dr. Williams explained that a survey was made by Mr. J. R. Burkey, that he had been several days gathering data for the report, and that he should be reimbursed at least to the extent of his traveling expenses. Moved by Collins, seconded by Ganz, that the Board authorize the payment to Mr. Burkey of the amount of his expenses. Voting aye, Shatzel, Collins, Ganz, Johnston.

Dr. Williams presented receipts for laboratory fees and sale of cinders, paper, etc., and the same were ordered entered upon the record.

## DEPARTMENT OF TREASURER OF STATE

To the Payer: Columbus, Ohio 8/23/21 No. 489  
State Normal College, Bowling Green, Ohio has paid into the State Treasury  
A-2 Summer School, Am. H.B. 301 \$ 247.00  
Two hundred forty-seven & -----00/100 Dollars  
 collected from sources detailed in the above account.

O. E. Baker Cashier  
 For Treasurer of State

## DEPARTMENT OF TREASURER OF STATE

To the Payer: Columbus, Ohio 8/23/21 No. 488  
State Normal College, Bowling Green, Ohio has paid into the State Treasury  
\$277.16  
Two hundred seventy-seven & -----16/100 Dollars  
 collected from sources detailed in the above account.

O. E. Baker Cashier  
 For Treasurer of State

Estimate #14 in favor of L. G. Foltz & Sons amounting to \$1900 for work done on the Training School building was presented for allowance. Moved by Collins, seconded by Ganz, that the estimate be allowed and paid from the fund designated "Completing Training School Building (Emergency 1919)". Voting aye, Shatzel, Collins, Ganz, Johnston. Motion carried.

The claim of R. J. Merriam, architect, for 2% of Estimates #13 and #14 in favor of L. G. Foltz & Sons amounting to \$60 was presented for action of the Board. Moved by Collins, seconded by Ganz, that the claim be allowed and paid from fund designated as "Add. & Bett., G-2, (H. B. 762), Completing Training School Building". Voting aye, Shatzel, Collins, Ganz, Johnston. Motion carried.

Final Estimate #5 in favor of the Huffman-Wolfe Company for work done on the Training School building amounting to \$1030 was presented for allowance. Moved by Collins, seconded by Ganz, that the estimate be allowed and paid from the fund designated "Completing Training School Building (Emergency 1919)". Voting aye, Shatzel, Collins, Ganz, Johnston. Motion carried.

The claim of R. J. Merriam, architect, for 2% of Final Estimate #5 in favor of the Huffman-Wolfe Company was presented for payment. Moved by Collins, seconded by Ganz, that the claim be allowed and paid from fund designated as "Add. & Bett., G-2, (H.B. 762) Completing Training School Building". Voting aye, Shatzel, Collins, Ganz, Johnston. Motion carried.

Estimate #2 in favor of H. T. Clague amounting to \$2386.68 for work done on contract for improvement of Wayne St. from Circle south to Wooster St. was presented for allowance. Moved by Collins, seconded by Ganz, that the estimate be allowed and paid from fund designated as "G-32, Drainage, Fencing, and Landscape Improvement, H.B. 536". Voting aye, Shatzel, Collins, Ganz, Johnston. Motion carried.

The claim of Louis Brandt for 5% of Estimate #2 for H. T. Clague amounting to \$119.33 was presented for allowance. Moved by Ganz, seconded by Collins, that the claim be allowed and paid from fund designated as "G-32, Drainage, Fencing, and Landscape Improvement, H. B. 536". Voting aye, Shatzel, Collins, Ganz, Johnston. Motion carried.

Dr. Williams nominated the following instructors for the 3rd summer term at the salary set opposite the name of each. Moved by Collins, seconded by Ganz, that the nominations be confirmed and the salaries approved. Voting aye, Shatzel, Collins, Ganz, Johnston. Motion carried.

To the President and members of the Board of Trustees:

I hereby nominate subject to your confirmation the following instructors for the 3rd Summer Term of six weeks beginning August 1, 1921 and would recommend that their salaries be fixed at the amount set opposite the name of each.

G. W. Beattie	400.00
F. G. Beyermann	350.00
J. W. Carmichael	300.00
O. P. Clutts	350.00



MC MANUS-TROUP CO., TOLEDO, O. 22669

W. P. Holt	400.00
Herbert Kimmel	350.00
C. C. Kohl	400.00
Rea McCain	315.00
J. R. H. Moore	350.00
J. R. Overman	400.00
C. F. Reebbs	350.00
M. E. Marshall	225.00

Library Assistants	
Glaris Hostetter	.35¢ per hour
Thelma Heald	.25¢ per hour

Very truly yours

H. B. Williams

Pres. Shatzel reported a conference with Mr. Robert Harsh, State Architect and Engineer, in Bowling Green, Thursday evening, August 25th, 1921, with respect to the changes in the handling of state institutions under the "Reorganization Bill", and that he was informed by Mr. Harsh that since the passage of this bill, all state buildings and construction work passed under the jurisdiction of the Department of State Highways and Public Works and that he is in charge of the architectural and engineering work of this department. He was advised also that before any further work can be done upon the buildings and grounds of the Normal College, all plans and details must be submitted to him and that the Board of Trustees is to operate under his direction. Mr. Harsh also stated to the President of the Board that it would be necessary to meet representatives from this institution at Columbus, Ohio, on Monday, August 29th, for further conference and definite understanding and that such representatives should bring with them all data in connection with work now being done or in contemplation. Moved by Collins, seconded by Ganz, that Pres. Shatzel, Sec. Johnston, and Dr. Williams, attend this conference. Voting aye, Shatzel, Collins, Ganz, Johnston. Motion carried.

The President of the Board further reported that in his conference with Mr. Harsh aforesaid on the evening of August 25th, 1921, the Board was authorized to consummate the purchase of the Joseph E. Kirk, Benjamin Loomis, and Parker heirs property at such prices as this Board of Trustees thought just and reasonable. Moved by Collins, seconded by Ganz, that in the opinion of the Board, \$2000 for the J. E. Kirk property, \$5000 for the Benjamin Loomis property, and \$700 each for the Parker heirs' lots would be a fair and reasonable price and that the members of this Board is now, and hereby, authorized to consummate the purchase of the aforesaid property at the prices named by the consent and under the direction of the Department of State Highways and Public Works. Voting aye, Collins, Ganz, Johnston, Shatzel not voting. Motion carried.

The following payrolls were presented for action of the Board. Moved by Collins, seconded by Ganz, that the payrolls be allowed and paid from fund provided for such purposes. Voting aye, Shatzel, Collins, Ganz, Johnston. Motion carried.

Sept. 3 -

G. W. Beattie	Instructor	1½ mo.	\$400.00
F. G. Beyermann	"	"	350.00
J. W. Carmichael	"	"	300.00
O. P. Clutts	"	"	350.00
W. P. Holt	"	"	400.00
Herbert Kimmel	"	"	350.00
C. C. Kohl	"	"	400.00
Rea McCain	"	"	315.00
J. R. H. Moore	"	"	350.00
J. R. Overman	"	"	400.00
C. F. Reebbs	"	"	350.00
M. E. Marshall	Librarian	"	225.00
Glaris Hostetter	Asst. Librarian	240 hrs.	.35 84.00
Thelma Heald	"	216 "	.25 54.00
			\$4328.00

Aug. 31 -

R. A. Sauer	Financial Clerk	1 mo.	166.66
Pearl Heiser	Clerk	"	100.00
Lena Bistline	Stenographer	24 da.	75.00 58.07
John Myers	Janitor	1 mo.	104.16
W. E. Frost	"	"	91.66
Mrs. Wilda Martin	Janitress	"	60.00
A. C. Albaugh	Chief Engineer	"	125.00
Clarence Barr	Fireman	"	110.00
Emory Young	"	"	110.00
Michael Finkenbeiner	Grounds Laborer	"	100.00
Carlene Cavett	Asst. Library-Student	84 hrs.	.20 16.80
Iscah Bell Dall	"	57 "	.20 11.40
Ruth McLaughlin	"	30 "	.20 6.00
Loretta Petterson	"	90 "	.20 18.00
Golda Swinehart	"	215 "	.20 43.00
			\$ 1120.75

Pres. Williams presented the following claims and expense accounts for action of the Board. Moved by Ganz, seconded by Collins, that the claims and expense accounts be allowed and paid from the funds provided for the same, the fund designations to be made by Dr. Williams. Voting aye, Shatzel, Collins, Ganz, Johnston. Motion carried.

1921-22 APPROPRIATIONA-2 Extra Clerk Hire.

Orpha Avery	Office Work	\$13.00
Esther Russell	"	48.50

C-4

McManus-Troup Co.	Office Supplies	6.00
Mr. D. C. McColley	Typewriter Oil	1.00



<u>C-11</u>	A. Froney & Co.	Binding	.28
<u>F-4</u>	Ohio N. P. Service Co.	Light & Power	\$78.66
<u>F-6</u>	E. H. Ganz	Expense Account	8.95
<u>F-7</u>	Wood Co. Telephone Co.	Tolls & Service	6.30
	Western Union Telegraph Co.	Messages	5.51
<u>G-3 Library</u>	Brentano's	Library Book	.75
<u>G-32, Add. &amp; Bett.</u>	Improvement of Grounds		
	Labor Bill for Campus Grading		768.55
	" " " " "		642.65
<u>H-8</u>	State Teachers Retirement System	Contribution	2667.60

1920-21 APPROPRIATION

<u>C-4</u>	H. B. Williams	Cat. Postage Advanced	3.36
<u>C-8</u>	Library of Congress	Catalog Cards	15.68
<u>C-11</u>	Crandall Packing Co.	Packing	53.31
<u>E-8</u>	Ohio State Reformatory	Storage Cabinet	47.50
<u>E-9</u>	Invincible Vacuum Cleaner Mfg. Co.	Carpet Renovators	9.12
<u>G-3 Library</u>	Baker & Taylor Co.	Library Books	63.87

The Board adjourned to meet at the call of the President.

ATTEST H. J. Johnston Sec'y

J. E. Shatzel Pres.

Bowling Green, Ohio.  
September 24, 1921.

Minutes of meeting of the Board of Trustees of the Bowling Green State Normal College held on the above date at the office of the Board on Saturday, September 24th.

The members present were Pres. J. E. Shatzel, Sec. Dr. H. J. Johnston, Treas. E. H. Ganz, and D. C. Brown. Mr. Robert S. Harsh, State Architect and Engineer, Columbus, Ohio, Hon. Vernon M. Riegel, Director of Education, Columbus, Ohio, and Pres. Williams of the College were also present.

The minutes of the meeting of August 27th were read and approved.

Dr. Williams presented the following letter from State Architect Harsh and also the specifications for the furnishing of one 200 H. P. boiler accompanying said letter. The letter was ordered made a matter of record and on motion by Ganz, seconded by Brown, the specifications were ordered to be placed on file. Voting aye: Shatzel, Johnston, Ganz, Brown.

State of Ohio  
Department of Highways and Public Works  
Leon C. Herrick, Director  
Columbus

September Twenty-first  
1921.

Mr. H. B. Williams, Pres.  
The Bowling Green State Normal School  
Bowling Green, Ohio.

Dear Sir:

After talking with you over the phone yesterday, I came to the conclusion that we had better call for bids only upon the Horizontal Return Tubular Boiler because of the amount of money available and also in view of what you said regarding the probable installation of your own power equipment in the future.